

# St. Louis Internship Program (SLIP)

## 2019 APPLICATION



**Opening A World of Opportunity for St. Louis Youth**

### SLIP IS HERE . . .

**To provide** inspiration, support, professional development, and training to high school students with financial needs so they can obtain valuable internships in professional settings;

**To provide** life skills for our students and alumni through year-round programming to position them for improved educational and ultimately, full-time employment opportunities; and

**To provide** our business partners with access to motivated, well-trained, talented employees, and to foster diversity within the workplace.

### SLIP CAME TO EXIST . . .

Thomas C. Hullverson founded SLIP in 1992 to help uplift and inspire youth in St. Louis. Hullverson was moved to create the organization in the aftermath of the Rodney King trial in Los Angeles, CA. The riots following the announcement of the verdicts in the case touched Hullverson and gave impetus to creating an avenue of hope and direction for youth. Since then, over 4,000 high school students have received job training and internship placement through SLIP. The Program has been very effective in training, developing, and placing St. Louis area youth in internships.

#### SLIP SERVES MOTIVATED STUDENTS

*Students must complete a number of pre-requisites before internship placement*

##### Qualifications for Program:

- Must attend a City of St. Louis High School or a SLIP Partner High School
- High School Sophomore or Junior
- Have a C or higher cumulative grade point average
- Have financial need as determined by eligibility for free or reduced lunch (verification will be required)
- Have good attendance and good citizenship; and
- Be committed to participating in 2019 SLIP activities

#### SLIP STUDENTS REAP THE BENEFITS

*Students will engage in the year-round program once they complete an internship*

##### Benefits of Participation:

- Paid Work Experience
- Transferable College Credit
- Employability Skills Attainment
- Professional Portfolio
- Networking with Professionals and All Levels of Management
- College Access Activities (i.e. college visits, ACT prep, etc.)
- Scholarships & Scholarship Resources
- Career Development Opportunities (i.e. patient care, mock trial)

### SLIP PROCESS TO EARN COLLEGE CREDIT AS WELL AS BECOME AN INTERN

SLIP's partnership with St. Louis Community College (STLCC) bridges college and career services for high school students enrolled in our program. Students will earn transferrable college credits while they move through SLIP's training and development component.

Students desiring to become an intern must complete the following steps:

- 1) Submit a completed SLIP application with required attachments by **December 1, 2018**
- 2) Attend an assigned STLCC application/orientation session scheduled by SLIP in December 2018

Oral Interview: Students must complete an oral interview with SLIP staff in January. The oral interviews will be coordinated with the students' schools and/or student directly. Most interviews will take place at the students' schools.

\*\*\*Students must complete **all** the aforementioned pre-requisites before acceptance into the Training & Development Component. SLIP will notify prospective interns via U.S. mail of their acceptance into the Training & Development Component. The Training & Development Component is not paid. Students will receive a UPASS from STLCC for free Metro Bus & Metro Link transportation during the Training & Development Component.

SLIP Saturday Training & Development Component: Sessions will be scheduled on select Saturdays from February through May 2019. Topics will include Dress for Success, Resume Writing, Interviewing Skills, Effective Communications, Computer Literacy, Financial Literacy, Professional Etiquette, etc. All SLIP participants are required to complete their college credit course, paid for by SLIP, through STLCC during through the Saturday Training & Development Component. All students will complete the same course chosen by SLIP.

Students who compete for an internship position are expected to attend **all** assigned training sessions and to complete each session and college course with a satisfactory performance rating. *Attendance requirements will be in place for all Saturday Training & Development sessions which includes college classes.*

## SLIP PAID INTERNSHIP PLACEMENT

SLIP is very competitive!! Completion of the Saturday Training & Development Component **does not** guarantee internship placement. However, a satisfactory evaluation and a passing grade in the required college course is required to receive a job placement. Students will be notified about their internship placement status after the completion of training.

Dates of Summer Internships: June 10, 2019 – August 2, 2019

Rate of Pay: Interns are paid \$8.00 per hour during their summer internships.

Work Hours: Most positions are from 8:00 a.m. – 5:00 p.m. (Monday - Friday) for the summer internships. However, there are some positions that are on Saturday and/or Sunday and have varied hours. Interns will be given this information once they receive their job placement.

Types of Intern Work Responsibilities: Varied Work Experiences – *the following are examples* – **a.)** Working in an office making spreadsheets, data processing, processing mail, filing and answering phones; **b.)** Researching business information and creating reports with the information gathered; and **c.)** Working in various areas of a hospital such the intensive care unit, medical records or the emergency room providing support to the medical staff.

Expectations for Completion of Summer Internship: Interns are expected to receive satisfactory ratings on their weekly performance evaluations from supervisors. Failure to receive satisfactory performance ratings can result in dismissal from the Program. Students are also expected to perform in a professional manner during their summer internship experience and attend periodic scheduled sessions. Employers are expecting interns who are hired for the summer internships to complete the entire summer internships with no interruptions.

**Application Deadline:**  
**December 1, 2018**

Incomplete applications will not be accepted. You must complete all required processes before acceptance is confirmed.



**St. Louis Internship Program 4232 Forest Park Avenue, Room 1027 St. Louis, MO 63108 314.371.7547**

**SHANISE JOHNSON, EXECUTIVE DIRECTOR DANIELLE ANDERSON, PROGRAM SPECIALIST PRAISY ISAAC, PROGRAM SPECIALIST**

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# 2019



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**Applications and required attachments are due to the SLIP office on or before December 1, 2018**

**Please write legibly using black or blue ink only.**

<b>PERSONAL INFORMATION</b>		
Name	Date	
Address		
City/State	Zip Code	
Home Phone #	Cell Phone #	
Email Address		
Social Security Number	Date of Birth	Age
High School	Grade Level	

<b>ETHNIC BACKGROUND</b> (please check one)
Asian ( )
Black/African-American ( )
Hispanic ( )
Native American ( )
White/Caucasian ( )
Other _____

<b>GENDER</b> (please check one)
Male ( )
Female ( )

<b>FINANCIAL NEED DETERMINATION</b> (You <i>must</i> fill out completely)
Do you receive free or reduced lunch? Yes ( ) No ( ) Family Annual Income: _____
Parent(s)/Guardian(s) Name: _____
Number of Family Members, including you, in household: _____
<b>Note: Income documentation will be required at a later date for statistical purposes.</b>

<b>EXTRACURRICULAR ACTIVITIES, ORGANIZATIONS &amp; PROGRAMS</b> (if applicable)	
Activity #1:	Year(s) of Participation:
Activity #2:	Year(s) of Participation:
Activity #3:	Year(s) of Participation:

<b>JOB-RELATED SKILLS/CLASSES</b> (if applicable)
List any classes you have taken for your career interest: _____ _____
Please indicate the software in which you are proficient: Microsoft Word ( )      Microsoft Excel ( )      Microsoft PowerPoint ( ) Other _____

*"Opening A World of Opportunity for St. Louis Youth"*

## CAREER CLUSTERS

Below is a partial list of career interests. Rank your top four interests according to your preference. List your choices by 1st, 2nd, 3rd, & 4th. This does not guarantee an internship placement in either of the categories listed. Only select 4 interests.

Accounting	( )	Communications	( )	Information Technology	( )
Advertising/Marketing	( )	Education	( )	Law/Legal Agency	( )
Banking/Finance/Investment	( )	Engineering	( )	Manufacturing	( )
Broadcasting	( )	Governmental Agency	( )	Real Estate	( )
Civic/Family/Youth Development	( )	Healthcare	( )	Other _____	( )

## COLLEGE CREDIT - DUAL ENROLLMENT

As part of SLIP's employability training, you will become a dually enrolled college student at St. Louis Community College. You are not registered in a college class until you complete all of the necessary processes with SLIP and STLCC. You will be able to earn transferable college credit after acceptance into SLIP. In order to begin the process, you will need to attend one of our Enrollment & Placement Test Days, which will last approximately 1.5 hours. You will receive a confirmation email, letter and/or text to confirm your assigned date and time. Please indicate your date preference:

Saturday, December 15, 2018       Friday, December 21, 2018

This is a required process to complete your SLIP Application. By signing this statement, you are acknowledging that you are serious about your educational and career endeavors.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## VOLUNTARY SELF-IDENTIFICATION

The information reported in the following questions is confidential. It is strictly collected for the purpose of providing additional support to aid in successful completion of the entire program.

Do you receive additional academic support at school?	( ) yes	( ) no
Do you receive services from a social worker at school?	( ) yes	( ) no
Do you have an individualized educational plan (IEP)?	( ) yes	( ) no
Do you receive any special assistance at school?	( ) yes	( ) no

## ANCILLARY SERVICES

SLIP in collaboration with The Ellis Agency, LLC, will offer clinical assessment services to student participants, if necessary. If a student is identified in need of clinical assessment, SLIP will refer for a one-time service. If further clinical treatment is deemed appropriate outside of the initial assessment, parents will be contacted for further consent. Assessments do not qualify as clinical treatment, but are a way to identify best practices in addressing student needs. Further information on the provider can be found at [www.TheEllisAgencyLLC.com](http://www.TheEllisAgencyLLC.com).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENTS - Please submit the following along with your completed written application:

**300 Word Typewritten Personal Statement** - On an attached sheet, please answer **one** of the following questions: **1.)** Why should SLIP select you for an internship? **2.)** How will your participation with SLIP benefit you? *Your personal statement should be typewritten and at least 300 words.*

**Letters of Recommendation** - Two (2) typewritten letters of recommendation are required to be submitted with this application. Your principal, counselor, teacher, or community volunteer who is familiar with your work should complete a letter of recommendation. We **will not** accept recommendations from friends or family members.

**Dual Enrollment Authorization Form** - The student and his or her parent/guardian must complete this required form and submit it with your completed SLIP application. Students and parents should sign and date the form in all applicable spaces. SLIP will cover the cost of the college class as part of the student's participation in our Saturday Training & Development Component.

**Current Transcript** - Your high school transcript, not a report card, must be included with this application.

**Social Security Card & Birth Certificate** - Please attach a copy of your social security card and birth certificate so that we can verify employment eligibility. This is required in order to work in the United States.

**\*\*Please ensure that all forms are signed and that you have included all attachments.\*\***

**2019**



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**Acknowledgement Form**

Student Name (please print) \_\_\_\_\_

**NO GUARANTEED PLACEMENT STATEMENT**

I hereby understand that my participation in the St. Louis Internship Program (SLIP) is voluntary and I am not obligated by this statement to remain in the Program for a specified period of time. I, furthermore, understand that I am not guaranteed an internship placement. By signing this statement, I acknowledge that I am participating in the Program with full knowledge that there are only a limited number of internships available – the number of students seeking internships may limit a student’s placement potential.

**PHOTO RELEASE STATEMENT**

I hereby grant to the St. Louis Internship Program (SLIP) the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of SLIP related photographs or videotaped images of the undersigned student for use in connection with the activities of SLIP or for promoting, publicizing or explaining the Program or its activities or its participating employers. This release includes, without limitation, the right to publish such images in SLIP’s newsletter, flyers, brochures, alumni publications, website, and public relations/promotional materials. These images may appear in any of the wide variety of formats and media now available to SLIP and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. All photos taken are without compensation to me (the undersigned). All electronic or non-electronic negatives, positives, and prints are owned by SLIP.

**COLLEGE CREDIT – DUAL ENROLLMENT**

As part of SLIP’s employability training, the student will become a dually enrolled college student at St. Louis Community College. The student is not registered in a college class until all the necessary processes with SLIP and STLCC are completed. Upon acceptance into SLIP and after completion of the entire class, the student will earn transferable college credit. The student’s performance in the college class directly impacts their final evaluation for SLIP’s training. The final grade in the class will be a part of the student’s permanent college academic record. After registration, if a student does not complete the class or fail to withdraw, the grade earned will remain on their permanent collegiate record. SLIP will pay all fees associated with this class and will provide more detailed information during our orientation.

*I hereby acknowledge that I have read and understand the terms of this release and acknowledgement statements for the above-named minor. By signing this form, you agree to the terms that are outlined above.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by: \_\_\_\_\_



This form must be reviewed and signed by the student and student's parent/guardian each semester of dual enrollment. Please print and complete in blue or black ink only. For questions, please call (636) 422-2203.

Student Name: \_\_\_\_\_

STLCC Student ID: A 

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Student Birth Date: \_\_\_\_\_

**Spring 2019 Dual Enrollment Application – SLIP**

____ IS125-SL01 Excel for Windows	STAFF	\$64 x 2 = \$128
____ STR100-SL01 Smart Start	Shanise Johnson	\$64 x 1= \$64

**PAYMENT OF TUITION – SLIP will pay the tuition and fees only for the classes listed above for eligible SLIP participants. Balance of tuition for Spring 2019 classes is due in full by the date specified for SLIP. Dual Enrollment Courses are non-refundable.**

*Tuition balances owed on May 13<sup>th</sup> may be subject to legal action upon high school graduation. Additional fees may apply. A hold will be placed on the account and will remain until payment is received in full. By signing this form you accept full financial obligation for all current and future charges to your account, unless otherwise specified by the high school.*

Payment will be made by:  SLIP     Student     Other (please indicate) \_\_\_\_\_

**Parent/Guardian Authorization to Participate in STLCC's Dual Enrollment Program**

Each Dual Enrollment student and their parent/guardian must review the information below and sign indicating they understand and accept responsibility for the decision to enroll.

1. The student must adhere to all college policies and deadlines as outlined in the college catalog and student code of conduct. Violations of the code of conduct will result in disciplinary action as outlined by the STLCC discipline process. Parents/Guardians are responsible for any student supervision required when the student is on campus but not in class. Visit [stlcc.edu/policies](http://stlcc.edu/policies) to review STLCC policies.
2. The grade received by the student is part of the student's permanent post-secondary academic record.
3. To withdraw from a class, the student must complete and submit a Drop/Add Form. Failure to officially withdraw from STLCC may result in an "F" on the student's permanent college transcript. Visit [stlcc.edu/calendar](http://stlcc.edu/calendar) for important dates and deadlines.
4. It is the student's responsibility to check their class schedule in Banner Self-Service to be sure they are registered for the desired STLCC classes. In addition, it is the student's responsibility to establish and check their MySTLCC email account.
5. The student and parent/guardian agree to pay all tuition and fees that apply to the courses by the payment due date (unless otherwise indicated). In addition, the student and parent/guardian agree to pay any late payment and collection fees if necessary. Visit [stlcc.edu/payment](http://stlcc.edu/payment) date for more details.

I have reviewed the information above. I acknowledge the responsibilities and limitations as outlined.

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Phone: \_\_\_\_\_

(over)

## Student Acknowledgement and Consent to Release Student Information

In addition to the information above, I consent to the following:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and to facilitate an open working relationship among students, the sponsoring school district, and the STLCC dual enrollment program, STLCC agrees to release student educational records as specified below.

I give permission for the following educational records to be released:

- All academic/transcript records (transcripts, enrollment and schedule, assessment data)
- Instructor/classroom records (attendance, progress reports, final grades)
- Student account records (tuition and fees, financial aid and scholarship information, fines, etc.)

The persons and entities to receive the information specified above are:

- Parent/Guardian
- High School Counselor
- Organization: St. Louis Internship Program

I have reviewed the information above. I acknowledge the responsibilities and limitations as outlined.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### Organization Use Only:

This section must be completed before submitting to STLCC.

Student Grade Level: \_\_\_10 \_\_\_11 \_\_\_12

Cumulative GPA: \_\_\_\_\_ SLIP Pay?  Y \_\_\_ N

Other Payment? (Please explain): \_\_\_\_\_ n/a

Organization Official's Printed Name: Shanise Johnson, Danielle Anderson or Praisie Isaac

Organization Official's Signature: \_\_\_\_\_